



State of Delaware Department of Human Resources Training and Strategic Initiatives

Delaware Award for Excellence And Commitment in State Service

Nomination Guidelines

The Delaware Award for Excellence and Commitment in State Service (hereafter referred to as the Delaware Award) is presented by the Governor at the annual Statewide Recognition Awards Ceremony held during Public Service Recognition Week.

Purpose

The purpose of the Delaware Award is to recognize the contributions, achievements, dedication, and talents of employees in all levels of Delaware's state government.

Eligibility

All agencies/departments with approved recognition programs are encouraged to submit nominations for the Delaware Award. Nominees may be an individual or a group of up to five full-time State of Delaware employees. Groups of six or more are not eligible, but are encouraged to apply for the [Governor's Team Excellence Award](#).

Selection Criteria

Nominees are judged on accomplishments, contributions, and/or performance in state service. This may be a result of a one-time special act, outstanding service or accomplishment, or sustained excellence over a period of time. A list of criteria used by the Selection Committee to review nominations can be found at the end of these guidelines.

State employee nominees from executive branch agencies that report to the Governor's office may also be recommended by the Selection Committee for the GEAR P3 Trailblazer award. This award recognizes individual employees whose efforts demonstrate superior results, including innovations and best practices that can be leveraged across State government.

Nominators are encouraged to review our [Statewide Recognition website](#) for examples of contributions that have been recognized in the past.

Selection Committee

The Selection Committee is appointed by the Governor. Members include the President Pro Tempore of the Senate, Speaker of the House, Secretary of Human Resources, and one additional cabinet secretary or agency head, or their designees. In addition, one union official, three state employees (two at or below pay grade 10), and one representative from the private sector are asked to serve. The Selection Committee chooses up to five nominations to submit for the Governor's approval.

Nominations

Agencies may submit multiple nominations based on the number of full-time equivalent (FTE) positions in their department. To determine the number of nominations submitted by your agency, see the chart to the right.

Agencies typically nominate their department-level Employee of the Year and, if they may make multiple nominations, they typically nominate additional Employees of the Quarter. The agency head or cabinet secretary must endorse all nominees.

FTE's	Nominations
Up to 1,000	1
Up to 2,000	2
Up to 3,000	3
Up to 4,000	4
Greater than 4,000	5

Endorsements

Nominations for the Delaware Award must be accompanied by an endorsement from the nominee's cabinet secretary or agency head. Endorsements may be submitted as PDFs, Word documents, or as an email sent to the agency coordinator, who then attaches it with the submitted nomination.

Submission Deadline

Nominations should be submitted by agency coordinators along with endorsements from their agency head by January 31, by 11:59 p.m. via email to the Statewide Recognition Coordinator: Tracey.Connolly@delaware.gov.

Tracey Connolly
Statewide Recognition Coordinator
Delaware Department of Human Resources
Email: Tracey.Connolly@delaware.gov
(302) 672-5132

For more information:
<https://dhr.delaware.gov/training/award/index.shtml>
[Delaware Code § 5950](#)



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Criteria for Consideration

The Selection Committee considers the criteria below when reviewing nominations.

- ☐ Were the nominees' efforts part of their regular job duties, or was this a special project (not normally part of their job, but assigned to them or something they volunteered for)?
- ☐ Did their efforts have an impact on an entire agency, other agencies, statewide or beyond?
- ☐ Are they in a lower pay grade and doing what seems to be above and beyond expectations?

To be recommended for the Trailblazer Award, the Selection considers whether the nominee:

- ☐ Accomplished significant results that produce substantial cost savings or revenue increases that are sustainable (eliminated an expense, brought in revenue such as securing a grant or conducting a major audit...)
- ☐ Made substantial improvements in quality, effectiveness, and efficiency (e.g., initiative or idea saves time, enhanced productivity, reorganized work, eliminated unnecessary steps)
- ☐ Achieved results that are both scalable and can be leveraged in other areas of state operations and/or agencies
- ☐ Implemented innovative ideas or process designs
- ☐ Established a best practice that could be applied in other areas as well
- ☐ Used strategic thinking and continuous improvement processes
- ☐ Supported and facilitated cross-agency communication and sharing of information
- ☐ Supported communication beyond the State of Delaware (e.g., similar State agencies from NJ, MD and Delaware communicating, or Delaware State agency communicating with private-sector partners)
- ☐ Demonstrated a coordination and collaboration of efforts with other sections, departments, and/or outside agencies.
- ☐ Addressed an unexpected and/or critical need (health crisis, opioid epidemic, racial justice, staff shortages, budget cuts, response to customer feedback...)
- ☐ Received national, local, or professional acclamation in their job or field
- ☐ Demonstrated excellent use of disciplined project management skills

Nominees whose actions were heroic are recommended instead for the [Delaware Award for Heroism](#), a non-competitive award.